

# EXPENDITURE REQUEST FORM

*Social Committee members/residents must complete and submit this form to the Social Committee Treasurer for approval prior to any purchase for which they expect reimbursement.  
Any expenditure over \$500.00 requires authorization from the greater Bluffs at Huron Community.*

**Date of Request:** \_\_\_\_\_ **Requested By:** \_\_\_\_\_ **Date Required:** \_\_\_\_\_  
**Function/Event:** \_\_\_\_\_  
**Group:** \_\_\_\_\_

|  |                              |  |   |                         |  |                        |  |
|--|------------------------------|--|---|-------------------------|--|------------------------|--|
| <b>Amount Requested:</b><br><i>Including Tax</i> | \$                           | <input type="checkbox"/> Estimated     | <input checked="" type="checkbox"/> Confirmed | <b>Item(s) Cost \$:</b> |  | <b>HST \$:</b>         |  |
| <b>Is it a recurring amount?</b>                 | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |   | <b>Recurring \$</b>     |  | <b>Total \$ Annual</b> |  |
| <b>Proposed Supplier</b>                         |                              |  |   | <b>Supplier Address</b> |  |                        |  |

**Details**

List specific reason for expenditure including the item description.

*Attach supplier quotes or other support documents as necessary*

**NOTE:**

- Approval of this request must be granted by the Treasurer of the Bluffs at Huron Social Committee prior to making the purchase.
- Receipts submitted without a corresponding Approved Expenditure Request may not be reimbursed.

**Requesters Signature:** \_\_\_\_\_

**Approval**

YES    NO    Request Additional Quotation(s)    Additional Action(s)

Additional Quotation/Action Detail

*List specific details of additional action(s) or recommendations required prior to an approval decision.*

|                 |  |                  |  |                   |  |
|-----------------|--|------------------|--|-------------------|--|
| Amount          |  | Amount Reimbused |  | Ledger Entry Date |  |
| GST \$          |  | Cheque Date      |  | <b>Event</b>      |  |
| Ship/Del \$     |  | Cash Date        |  |                   |  |
| <b>Total \$</b> |  | E-Transfer Date  |  |                   |  |

**Authorized By:** \_\_\_\_\_  
BSC Treasurer

**Date:** \_\_\_\_\_